



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION
(TAAI)**


Number: 05-54

31 October 2005

2006 TECHNICIAN INTRODUCTION TO SUPERVISION COURSE SCHEDULE

EXPIRATION 27 OCTOBER 2006

1. The Introduction to Supervision Course is **MANDATORY** for technicians who have accepted a position as a supervisor. It is intended to prepare the new supervisor for his/her role in the workforce and to help make the transition to supervision and personnel related law, rule and regulation. Supervisor must do more than seeing that the work gets completed; they must also gain or improve skills such as communication, flexibility, coaching, motivation, conflict management, team building, problem solving, and negotiation.
2. The following are the scheduled dates for 2006 Introduction to Supervision Courses:
 - **24 – 27 JANUARY 2006**
 - **20 – 23 JUNE 2006**
 - **24 – 27 OCTOBER 2006**
3. Courses are held at Hallmark Suites, 11260 Point East Drive, Rancho Cordova, California 95742. The Human Resources Office (HRO) will publish specific event details to attendees prior to each course.
4. To attend a course, complete DD Form 1556 (Request Authorization, Agreement, Certification of Training and Reimbursement). Army technicians should attach a request for orders. Forward the DD Form 1556 to the HRO through your unit Remote Designee. Newly promoted supervisors will have priority consideration.
5. If you have any questions, please contact Marjorie Rodriguez, Employee Development Specialist, CAGNET 6-3493, DSN 466-3493 and (916) 854-3493; or MSgt Jill Ransom, Employee Development Specialist, CAGNET 6-3548, DSN 466-3548 and (916) 854-3548.


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